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To: County and District Superintendents of Schools
Charter School Administrators
ATTN: County and District Evaluators and Test Coordinators
County and District Directors of Curriculum
School Principals and Physical Education Department Chairs

From: Phil Spears, Director
Standards and Assessment Division

Subject: Required Physical Fitness Testing for 2002-03 – Preparing for Spring Testing and Reporting

Each spring, your district is required to administer the state-designated physical fitness test to all students in grades 5, 7, and 9 during the month of March, April, or May. Education Code Section 60800 also requires the California Department of Education (CDE) to collect and report statewide results every year. Physical fitness results will be collected and reported for 2002-03 and a designated contractor will be working with CDE to collect and compile these results. Once a contractor has been determined information regarding reporting and contact information will be sent to districts. Be mindful that some information in this package applies to only those districts using the state contractor as their data-collecting agency. It does not apply if you contract with a different agency that offers data collection and reporting services on a fee-for-service basis. They will send all needed information to the contractor in the correct format as required.

It is the responsibility of the district physical fitness test coordinator to determine the test administration and data reporting process for all of the schools in the district. The coordinator should contact school principals and physical education department chairs now so they can start preparing for test administration in the spring. The attached manual, "Preparation Manual for Spring 2003 Testing and Reporting," should be used for spring planning.

This mailing includes a complete package of information about spring 2003 test administration and data reporting. Use the table of contents in the attached manual to find the sections that will assist you in completing the testing and reporting process. We realize that districts have had varying experience with physical fitness testing, therefore, we suggest the entire document be read carefully.

At this time a state contractor for the physical fitness testing has yet to be determined. However, a future correspondence will be forthcoming with appropriate contact information.

What's New and Should Be Reviewed for 2003

New testing window. Section 60800 of the Education Code has been amended to allow the month of February to be added to the existing months of March, April and May for administering the physical fitness test.

Newly required assessment for Charter Schools. Education Code section 47605(c)(1) requires that "Charter schools shall meet all statewide standards and conduct the pupil assessments required pursuant to Section 60605 and any other statewide standards authorized in statute or pupil assessments applicable to pupils in noncharter public schools."

The physical fitness test is a "pupil assessment" applicable to pupils in noncharter public schools and charter schools maintaining grades 5, 7 and 9 must therefore, administer the test.

School Record Layouts Required. Enclosed with this memo is the School Record Layout, which must be completed and submitted along with student records for the school. This is a summary of the number of students tested, number of students not tested, and reasons why students were not tested. **In 2002-03, data from a school will not be accepted without a school record and a complete set of students records.**

School and Student Record Layouts Revised. Changes made since 2001-02 include the elimination of CBEDS data for reporting number of students in a particular grade. Current enrollment will be used for reporting this data. Racial/ethnic designations have been modified to conform with California School Information System definitions. The values for ethnicity are aligned with those used for STAR . In addition, minor changes have been made to the numeric values in the School and Student Record Layout. These changes are a reflection of adding Charter School identification numbers and can be found in Appendix C and D in the attached manual.

2002-03 Reporting Date. Districts must report 2002-03 physical fitness test results to the state by June 30, 2003. For more information, see page 3 ("Reporting Results to the State") and Appendix B ("Electronic Reporting Options/Directions for 2003 Physical Fitness Test") in the attached manual.

Fitnessgram Software 7.0. Two significant features in the new release of *Fitnessgram 7.0* are a Web-based platform and the ability for a school district-level user to view and use data in the program. In addition, the new release will feature new or enhanced reports. Since the program will be Web based, the software will be available from any computer with an Internet connection. Programming and testing of *Fitnessgram 7.0* is still in development and is expected for release in January 2003. Schools and districts interested in exporting student data from *Fitnessgram 7.0* must export the data using the custom format option and save the file as MS Excel 5.0. You must also complete the school demographic information for each school you are submitting.

Your support in implementing physical fitness testing for California public schools is greatly appreciated. Updates regarding the 2002-2003 test will be placed on the CDE physical fitness testing web site at <http://www.cde.ca.gov/statetests/pe/pe.html>. If you need assistance or have further questions, contact the Standards and Assessment Division at (916) 445-8420 (telephone), (916) 319-0967 (fax), or star@cde.ca.gov (e-mail).